



United States  
Environmental Protection  
Agency

Office of  
The Administrator  
(1201)

EPA 150-R-01-001  
December, 1999

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# **Affirmative Employment Program For Persons With Disabilities**

## **Affirmative Employment Program FY 2000 Accomplishment Report & FY 2001 Plan Update**

## **Persons with Disabilities**

United States  
Environmental Protection  
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### **Affirmative Employment Program FY 2000 Accomplishment Report & FY2001 Plan Update**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PERSONS WITH DISABILITIES**

**FY 2000 REPORT OF ACCOMPLISHMENTS**

**AND**

**FY 2001 PROGRAM PLAN UPDATE**

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF  
ACCOMPLISHMENT FOR  
AN AGENCY WITH 1,001 OR MORE EMPLOYEES**

Report for the period October 1, 1999 through September 30, 2000.

Plan Update for the period October 1, 2000 through September 30, 2001.

Name of Organization: Environmental Protection Agency

Address of Organization:  
1200 Pennsylvania Avenue, N.W.  
(Mailcode: 1201A)  
Washington, D.C. 20460

Organization Level: Agency-wide

Number of Employees Covered By Plan: 17.771 TOTAL

882 TOTAL # OF EMPLOYEES WITH DISABILITIES

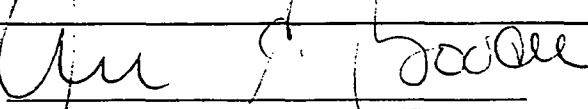
159 EMPLOYEES WITH TARGETED DISABILITIES

Name of Contact Person/Person Preparing Form: John Benison

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Name/Title of Principal EEO Official:

Ann E. Goode  
Director, Office of Civil Rights

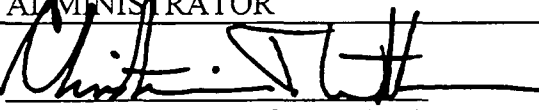
  
Signature of Principal EEO Official

DATE: 4/17/01

Certifies that this report is in compliance with EEOC-MD-713

Name/Title of Head of Organization

Christine Todd Whitman  
ADMINISTRATOR

  
Signature of Head of Organization

DATE: MAY 24 2001

(Certifies that this report is in compliance with EEOC-MD-713, "Affirmative Action for Hiring, Placement and Advancement of Individuals with Disabilities")

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR PERSONS  
WITH DISABILITIES**

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**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN**  
**FOR**  
**PERSONS WITH DISABILITIES**

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**I. INTRODUCTION**

The U.S. Environmental Protection Agency (EPA) is a regulatory agency of the Federal executive branch responsible for implementation of the federal laws designed to promote public health by protecting our nation's air, water, and soil from harmful pollution. EPA endeavors to accomplish its mission systematically by proper integration of a variety of research, monitoring, standard-setting, and enforcement activities. As a complement to its other activities, EPA coordinates and supports research and anti-pollution activities of state and local governments, private and public groups, individuals, and educational institutions. EPA also monitors the operations of other federal agencies with respect to their impact on the environment.

The EPA is headed by an Administrator appointed by the President with the advice and consent of the Senate. The organization's senior executive management consists of a Deputy Administrator, nine Assistant Administrators, three Associate Administrators, an Inspector General, a Chief Financial Officer, a General Counsel, ten Staff Office Directors, and ten Regional Administrators.

Organizationally, the Agency is comprised of ten major program offices, ten regional offices, and several laboratory sites. Program offices are "functional divisions" headed by the Agency's Assistant Administrators, or equivalent positions. Program offices are constructed along media and topic lines in the Agency. The Assistant Administrators manage the headquarters program offices and report to the Administrator. Regional offices, headed by Regional Administrators, conduct work in support of Agency programs. The laboratory sites are also components of various program offices and report through the program's hierarchy. The Office of Civil Rights (OCR), a staff office within the Office of the Administrator is responsible for developing, preparing, and submitting the Affirmative Employment Accomplishments Report and Plan Update for Persons with Disabilities.

**A. PURPOSE:** The FY 2000 Affirmative Employment program (AEP) Accomplishment Report for Persons with Disabilities and FY 2001 AEP Update Report presents EPA's progress in improving the employment and advancement opportunities for persons with disabilities. The reports also document the status of significant program objectives directed toward achieving work force parity for this targeted group.

**B. AUTHORITY:** The Equal Employment Opportunity Commission (EEOC) pursuant to Section 501 of the Rehabilitation Act of 1973, as amended by Public Law 99-506, 100 Stat. 1807, requires Federal agencies to develop and implement affirmative employment programs to eliminate the under-representation of persons with disabilities in the Federal work force.

Further, policies, procedures, guidance and formats for the development and submission of annual affirmative employment program accomplishment reports and affirmative employment plan updates are contained in the Equal Employment Opportunity Commission's EEO Management Directive 713, dated October 6, 1987. The OCR administers the development and execution of this program requirement through the senior level EPA management structure and provides guidance and instructions for the preparation and submission of this required information to all EPA organizations nationwide.

**C. DATA SOURCE:** The statistical information included in the preparation of this report is obtained from the Environmental Payroll System (EPAYS) as of September 30, 2000. The EPAYS system stores and maintains current and historical data on all EPA employees.

**D. PART I: PROGRAM PLAN UPDATE:** This report, for the period 10/1/00 to 9/30/01, presents numerical objectives (goals) for employment of persons with "Targeted Disabilities" (TD) based upon the permanent EPA workforce data.

**E. PART II: REPORT OF ACCOMPLISHMENTS:** This report, for the period 10/1/99 to 9/30/00, presents a statistical analysis of the status of persons with disabilities in various employment categories and by certain personnel actions.

**F. GENERAL DISCUSSION OF THE AGENCY'S DISABILITY PROGRAM:** Annually the EPA files a report with the EEOC describing progress it has made to achieve the goal toward parity. It compares the representation of disabled persons in its workforce with that of the disabled population nationally. Additionally, EPA files a report of its program plans for the next fiscal year.

Included in this report is statistical information which indicates that the Agency must continue to develop strategies to improve the representation of persons with disabilities. OCR, in a partnership with the National Disability Council, will work with the Agency management corps to improve the employment status of persons with disabilities during Fiscal Year 2001.

## PART 1: PROGRAM PLAN UPDATE

### FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001 NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH TARGETED DISABILITIES (TD) (BASED ON PERMANENT WORK FORCE)

This form indicates EPA's numerical objectives for hiring people with disabilities and people with targeted disabilities during FY 2001. The objectives for hiring are based on losses and accessions to the workforce during FY 2000. In setting goals for FY 2001, EPA considered budgetary constraints requiring the reduction of the workforce by 1000 positions through the use of attrition. In spite of these constraints, EPA remains committed to creating a workforce profile that has appropriate representation of people with disabilities.

#### ANTICIPATED CHANGES IN WORK FORCE

	<u>From October 1, 2000 to September 30, 2001</u>	
	<u>Number (+) or (-)</u>	<u>Percent Change (+) or (-)</u>
LOSSES (Total Work Force)	-1000	-5.6%
LOSSES (With Disabled Reported)	-50	-5%
LOSSES (Targeted Disabilities)	-5	-0.5%
ACCESSIONS (Total Work Force)	+20	+0.1%
ACCESSIONS (With Disabled Reported)	+3	+15%
ACCESSIONS (Targeted Disabilities)	+2	+10%

	<u>Work Force Actual Data as of 9/30/00</u>		<u>Anticipated Changes in Work Force From 10/1/00 to 9/30/01</u>		<u>Anticipated Data as of 9/30/01</u>	
TOTAL WORK FORCE	17,717	100%	+20	0.1%	16,737	100%
DISABLED REPORTED	882	4.98%	+ 3	0.34%	885	5.3%
TARGETED DISABILITIES	159	0.90%	+ 2	1.2%	156	0.9%

#### NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/2000 TO 9/30/2001:

A. Total Number of Accessions of Persons with Targeted Disabilities (TD):	2
B. Percent Accessions of Persons with TD:	10%
C. Total Number of Persons with TD on board as of 9/30/2000:	156
D. Percent of Work Force with TD as of 9/30/2000:	0.9%



## PLAN FOR SPECIAL RECRUITMENT PROGRAM

The EPA has not met its previous year's objectives for hiring people with disabilities or people with targeted disabilities. Also, the number of applications received from persons with targeted disabilities was not at least two times the number of accessions that would have been necessary to meet the objective. The EPA has made a concerted effort to meet our goals, and will continue to vigorously pursue the following recruitment strategies.

NEW & EXISTING RECRUITING STRATEGIES FOR PERSONS WITH DISABILITIES	TARGET DATES
1. Implementation of EPA's new national hiring plan for qualified people with disabilities. The agency plans to hire 1000 qualified people with disabilities over the next five years.	July 10, 2005
2. Training EPA managers on recruiting, interviewing, and hiring qualified people with disabilities. It is a portable training the can be delivered by EEO Officers in the EPA regional offices.	On-going
3. Partnering with rehabilitation services agencies, veteran rehabilitation services, and other organizations working to find employment for qualified applicants with disabilities.	On-going
4. Training of EPA managers and staff in communicating and working with people with disabilities.	On-going
5. Develop tools and resources that are used to make appropriate reasonable accommodations for perspective and current employees. Examples include, a check list to assure facilities, equipment, information, and web sites are accessible to individuals with disabilities	July, 2001



## **Facility/Accessibility**

**A. OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED.**

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
1. Ensure all computer and electronic equipment and information is accessible to individuals with disabilities.	1. September 30, 2000	1. June 30, 2001	1. EPA's Office of Civil Rights, Office of Environmental Information and the Office of General Counsel are working collaboratively to establish guidelines and criteria to ensure future purchases of computer software and hardware, and all other technology is accessible to employees with disabilities.
2. Ensure all new EPA headquarters buildings are accessible to employees and members of the public with disabilities.	2. On-Going	2. On-Going	2. The physical move from Waterside Mall to the Federal Triangle Complex has been delayed for several program offices due to unforeseen circumstances. There are still employees with disabilities working in the Waterside Mall complex and these employees face significant problems with inaccessible bathrooms. There are enough accessible bathrooms in the building to be compliant with code. These bathrooms, however, are not on every floor, but on a few designated floors in the building. EPA's facilities office continues to work with the building owner to improve the situation.

**B. LIST ANY ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN**

OBJECTIVE	TARGET DATES
1. Undertake a national study on the quality of life for persons with disabilities at EPA. The study will examine access and perceived access to employment opportunities, and examine the rate of participation of people with disabilities in high profile assignments, and in receiving awards and promotions. The study will also look at the effectiveness of reasonable accommodations in helping to assure a successful and positive employment experience at EPA for people with disabilities.	December 31, 2001

**EEOC FORM 440 (PG 4) (10/87)**

**A. BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED**

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
Inaccessible bathrooms at EPA's Waterside Mall complex.	There are sufficient accessible bathrooms throughout the facility for purposes of being determined compliant with code. However, employees have to travel to different floors from where they are stationed to use one of these bathroom.	EPA's facilities office is working with the building owner to try to improve the situation.	On-going	NA

**B. BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED**

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
NA	NA	NA	

THE TARGET DATES INDICATED SHOULD BE PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN SO THAT SUBSTANTIAL PROGRESS TOWARD ELIMINATION OF BARRIERS WILL HAVE BEEN MADE BY THAT TIME. ALL BARRIERS LISTED IN ITEM "A" ABOVE SHOULD BE REMOVED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

**EEOC FORM 440 (PG 5) (10/87)**

## **PART II: REPORT OF ACCOMPLISHMENTS**

FOR THE PERIOD OCTOBER 1, 1999 THROUGH SEPTEMBER 30, 2000  
AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES  
STAFFING COMMITMENTS

The following data indicates EPA staffing commitments for the affirmative action program for employees with disabilities as of September 30, 2000. The data represents the National Program Manager, and collateral duty Persons with Disabilities Special Emphasis Program Managers.

### **A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:**

#### **1. AGENCY WIDE RESPONSIBILITY (DEPARTMENT WIDE, IF APPLICABLE).**

- Number of persons; Total staff years (1 Full-Time Equivalent allocated to the program)

#### **2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE "NOT APPLICABLE" <N/A>).**

### **B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEADQUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:**

<b><u>PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM</u></b>	<b><u>INDICATE NUMBER IN EACH GROUP</u></b>
1 - 5 %	0
6 - 10 %	0
11 - 25 %	15
26 - 75 %	0
76 - 100 %	1
<b>TOTAL</b>	<b>16</b>

### **C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY <11>.**

## PERMANENT WORK FORCE

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS\*  
TOTAL (PERMANENT) WORK FORCE

	TOTAL WORK FORCE	PERSONS WITH HANDICAPS	%	NO HANDICAP (04-05)	%	OTHER (01) AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 1999	18,121	872	4.8	17,249	95.2	233	1.3	147	0.8
FY 2000 OBJECTIVE	18,000	900	5	<No Objective>.	<No Objective>.	<No Objective>.	<No Objective>.	178	0.99
SEPTEMBER 30, 2000	17,717	887	5.0	16,830	95	230	1.3	159	0.9
TOTAL NUMBER OF ACCESSIONS FROM OCT. 1, 1999 TO SEPT. 30, 2000			346	INSTRUCTIONS:				THE DATA ON THIS PAGE ARE FOR PERMANENT TENURE (FULL-TIME, PART- TIME AND INTERMITTENT) AND PERMANENT NON-APPROPRIATED FUND EMPLOYEES.	
TOTAL NUMBER OF LOSSES FROM OCT. 1, 1999 TO SEPT. 30, 2000			876						

EEOC FORM 440 (PG 6) (10/87)\* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

## PERMANENT WORK FORCE

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS\*  
TOTAL (PERMANENT) WORK FORCE, cont'd.

### SPECIAL RECRUITMENT PROGRAM -- ACCESSIONS AND LOSSES -- TARGETED DISABILITIES (PERMANENT ONLY)

	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITY (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONV. DISORDERS (82)	MENT. RETARDED (90)	MENT. ILLNESS (91)	DIST. LIMB /SPINE (92)	TOT. TARGET DISAB.
ON-BOARD PERSONS W/ TARGETED DISABILITIES AS OF 09/30/99	25	12	11	34	9	28	17	11	3	147
APPLICATIONS FROM 10/1/99 TO 09/30/2000	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>
ACCESSIONS FROM 10/1/99 TO 09/30/2000	1	3	3	2	2	1	1	2	0	15
LOSSES/VOLUNTARY & INVOLUNTARY SEPARATIONS 10/1/99 TO 09/30/2000	3	0	1	3	0	5	1	1	0	14
ON-BOARD PERSONS WITH TARG. DISAB. AS OF 09/30/2000	22	20	10	35	11	27	13	15	6	159

\* FOR INFORMATION ON COLLECTION OF APPLICANT DATA SEE 46 PR 11285 (FEBRUARY 6, 1981)



**TEMPORARY WORK FORCE**  
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS\*  
TOTAL (TEMP) WORK FORCE

	TOTAL WORK FORCE TEMP	PERSONS WITH HANDICAPS TEMP	%	NO HANDICAP (04-05) TEMP	%	OTHER (01 AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 1999	936	37	4	883	94.3	16	1.7	3	0.3
SEPTEMBER 30, 2000	388	21	5.4	365	94.1	2	0.5	2	0.5
TOTAL NUMBER OF ACCESSIONS FROM OCT. 1, 1999 TO SEPT. 30, 2000			418	INSTRUCTIONS: THE DATA ON THIS PAGE PROVIDES INFORMATION ON TEMPORARY TENURE, TEMPORARY INTERMITTENT, AND TEMPORARY NON-APPROPRIATED FUND EMPLOYEES.					
TOTAL NUMBER OF LOSSES FROM OCT. 1, 1999 TO SEPT. 30, 2000			451						

ACCESSIONS AND LOSSES (TEMPORARY) -- TARGETED DISABILITIES

TEMPORARY EMPLOYEES ONLY	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONV. DISORDERS (82)	MENT. RETARDED (90)	MENT. ILLNESS (91)	DIST. LIMB /SPINE (92)	TOT. TARGET DISAB.
ON-BOARD PERSONS TARG. DISAB. AS OF 09/30/99	0	1	0	1	0	0	0	2	0	4
ACCESSIONS FROM 10/1/99 TO 09/30/2000	1	1	0	0	1	1	0	0	0	4
LOSSES FROM VOLUNTARY & INVOLUNTARY SEPARATIONS 10/1/99 TO 09/30/2000	1	0	0	0	0	2	0	0	0	3
CONVERSIONS TO PERMANENT EMPLOYMENT 10/1/99 TO 09/30/2000	0	0	0	0	0	0	0	0	0	0
ON-BOARD PERSONS WITH TARG. DISAB. AS OF 09/30/2000	0	1	0	1	0	0	0	2	0	2

EEOC FORM 440 (PG 8) (10/87)

\* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

U.S. EPA Headquarters Library  
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1200 Pennsylvania Avenue NW  
Washington DC 20460

PERMANENT WORK FORCE

ANALYSIS OF WORKFORCE: WHITE COLLAR (GS,GM, SES, AND ALL OTHER) DATA AS OF SEPTEMBER 30,2000.

CATEGORY	GS-1	GS-2	GS-3	GS-4	GS-5	GS-6	GS-7	GS-8	GS-9	GS-10	GS-11	GS-12	GS/ GM-13	GS/ GM-14	GS/ GM-15	SES	OTHER W.C.	TOTAL W.C.
T. WK FORCE	5 NA	7 NA	19 0.1	84 0.5	113 0.6	220 1.2	727 4.1	380 2.1	692 3.9	120 0.7	966 5.5	2732 15.4	6392 36.1	3001 16.95	1808 10.2	274 1.5	163 0.9	17717 100
NOT IDENTIFIED	0	0	0	3 1.3	0	3 1.3	9 3.9	2 0.9	10 4.4	4 1.7	16 7.0	28 12.2	91 39.6	41 17.8	15 6.5	2 0.9	6 2.6	229 100
NOT AVAILABLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOT DISAB/ REPORT ED (04-05)	2 0.01	6 0.04	16 0.1	63 0.4	89 0.5	193 1.2	649 3.9	355 2.1	649 3.9	108 0.7	895 5.4	2554 15.4	6031 36.4	2836 17.1	1724 10.4	259 1.6	157 0.9	16830 100
OTHER DISABLED(0 6)	3 0.4	1 0.1	2 0.3	5 0.7	14 1.9	11 1.5	52 7.1	19 2.6	26 3.6	8 1.1	48 6.6	123 16.9	234 32.1	106 14.6	65 8.9	11 1.5	0	728 100
TOTAL TARGETED	0	0	1 0.6	13 8.2	10 6.3	13 8.2	17 10.7	4 2.5	7 4.4	0	7 4.4	27 17.0	36 22.6	18 11.3	4 2.5	2 1.3	0	159 100
DEAF (16-17)	0	0	0	2 9.1	4 18.2	1 4.5	2 9.1	1 4.5	3 13.6	0	1 4.5	1 4.5	5 22.7	2 9.1	0	0	0	22 100
BLIND (23,25)	0	0	0	0	2 10.0	1 5.0	5 25.0	1 5.0	2 10.0	0	0	4 28.6	2 10.0	2 10	1 5.0	0	0	20 100
MISS.EXTRA (28-38)	0	0	0	1 10.0	0	0	1 10.0	0	0	0	0	3 30.0	3 30.0	2 20	0	0	0	10 100
PART.PARAL (64-68)	0	0	0	1 2.9	2 5.7	4 11.4	3 8.6	1 2.9	0	0	1 2.9	7 20.0	8 22.9	6 17.1	1 2.9	1 2.9	0	35 100
C O M P . PARAL (71-78)	0	0	0	0	0	0	1 9.1	0	0	0	0	4 36.4	2 18.2	2 18.2	2 18.2	0	0	11 100
CONVULSIVE (82)	0	0	0	0	0	1 4.2	3 12.5	1 4.2	2 8.3	0	1 4.2	2 8.3	12 50	2 8.3	0	0	0	24 100
MENTALLY RETARD. (90)	0	0	1 7.7	7 53.8	2 15.4	2 15.4	1 7.7	0	0	0	0	0	0	0	0	0	0	13 100
MENTAL ILLNESS	0	0		2 13.3	0	4 26.7	0	0	0	0	3 20.0	2 13.3	3 20	1 6.7	0	0	0	15 100
DISTORTION	0	0	0	0	0	0	1 16.7	0	0	0	1 16.7	1 16.7	1 16.7	1 16.7	0	1 16.7	0	6 100

# PERMANENT WORK FORCE

ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM

DATA AS OF SEPTEMBER 30, 2000

CATEGORY	WD/W G 1	WD/W G 2	WD/W G 3	WD/W G 4	WD/W G 5	WD/W G 6	WD/W G 7	WD/W G 8	WD/W G 9	WD/WG 10	WD/WG 11	WD/WG 12	WD/WG 13	WD/WG 14	WD/WG 15	OTHER BC **	TOTAL WC **
TOTAL WORKFORCE	0	3 20.0	1 6.7	0	1 6.7	0	0	1 6.7	2 13.3	1 6.7	2 13.3	0	0	0	0	4 26.7	15 100%
NOT IDENTIFIED (01)	0	0	0	0	1 100.0	0	0	0	0	0	0	0	0	0	0	0	1 100%
NOT AVAILABLE OR UNSPECIFIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO HANDICAP (04-05)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4 15.4	13 100%
HANDICAP REPORTED (06,13-94)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 100%	1 100%
TOTAL TARGETED DISABILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 100%	1 100%
DEAFNESS (16,17)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BLINDNESS (23,25)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MISSING EXTREMITIES (28,32-38)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARTIAL PARALYSIS (64-68)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMPLETE PARALYSIS (71-78)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONVULSIVE DISORDERS (82)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MENTAL RETARDATION	0	0	0	0	0	0	0	0	0	0	0	0	0		0	1 100%	1 100%
MENTAL ILLNESS (M91)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISTORTION OF LIMBS/SPINE (92)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EEOC FORM 440 (PG 9A) (10/87)

\* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256

\*\* INCLUDES UNSPECIFIED GS AND ALL OTHER WHITE COLLAR PAY PLANS

NOTE: PERCENTAGES ARE TO BE CALCULATED ON THE BASIS OF TOTAL EMPLOYEES IN EACH OF THE CATEGORIES LISTED IN THE COLUMN ON THE LEFT. THOSE AGENCIES WHICH USE OTHER PERSONNEL SYSTEMS SHOULD ADAPT THIS FORM FOR THEIR SYSTEMS.

Percentages may not equal 100 due to rounding.

# PERMANENT WORK FORCE

ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS (PROFESSIONAL; ADMINISTRATIVE;  
TECHNICAL; CLERICAL; OTHER WHITE COLLAR; SUPERVISORY, LEADER,  
AND NONSUPERVISORY BLUE COLLAR) DATA AS OF END OF 30 SEPTEMBER 2000

CATEGORY	PROF	ADMIN	TECHNICAL	CLERICAL	OTHER WC	SUPV BC	LEADER BC	NONSUP BC	TOTAL WF
TOTAL WORKFORCE	8288 46.8	7627 43.5	763 4.31	952 5.37	72 0.41	0	0	15 na	17717 100%
NOT IDENTIFIED (01)	131 57.0	76 33.0	8 3.5	14 6.1	0	0	0	1 0.4	230 100%
NOT AVAILABLE	0	0	0	0	0	0	0	0	100%
NO HANDICAP (04-05)	7821 46.8	7161 41.9	689 4.5	846 6.1	69 0.6	0	0	14 na	16600 100%
HANDICAP REPORTED (06,13-94)	336 37.9	390 44.0	66 7.4	92 10.4	0 na	0	0	3 0.3	887 100%
TOTAL TARGETED DISABILITIES	40 25.2	68 42.8	18 11.3	33 20.1	0	0	0	0	159 100%
DEAFNESS (16,17)	5 22.7	8 36.4	4 18.2	5 22.7	0	0	0	0	22 100%
BLINDNESS (23,25)	4 20.0	9 45.0	3 15.0	4 20.0	0	0	0	0	20 100%
MISSING EXTREMITIES (28,32-38)	4 40.0	5 50.0	0	1 10.0	0	0	0	0	10 100%
PARTIAL PARALYSIS (64-68)	12 34.3	14 40.0	4 11.4	5 14.3	0	0	0	0	35 100%
COMPLETE PARALYSIS (71-78)	4 40.0	5 50.0	0	1 10.0	0	0	0	0	10 100%
CONVULSIVE DISORDERS (82)	7 28.0	13 52.0	4 16.0	1 4.0	0	0	0	0	25 100%
MENTAL RETARDATION	0	1 7.7	0	12 92.3	0	0	0	0	13 100%
MENTAL ILLNESS (91)	3 20.0	6 46.2	2 13.3	4 26.7	0	0	0	0	15 100%
DISTORTION OF LIMBS/SPINE (92)	1 16.7	4 66.7	1 16.7	0	0	0	0	0	6 100%

EEOC FORM 440 (pg.10) (10/87) \* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256

\*\* INCLUDES UNSPECIFIED GS AND ALL OTHER WHITE COLLAR PAY PLANS NOTE: PERCENTAGES ARE TO BE CALCULATED ON THE BASIS OF TOTAL EMPLOYEES IN EACH OF THE CATEGORIES LISTED IN THE COLUMN ON THE LEFT. THOSE AGENCIES WHICH USE OTHER PERSONNEL SYSTEMS SHOULD ADAPT THIS FORM FOR THEIR SYSTEMS.

+ Percentages may not equal 100 due to rounding. ++<n/a> indicates that the percentage is beyond .004.

**REPORT ON FACILITY ACCESSIBILITY  
BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR**

**A. SUMMARY OF EPA BARRIER REMOVAL ACTIVITY**

EPA is continuing it's move to new headquarters buildings which have accessible bathrooms and accessible entrances. Work still needs to be done in the partially occupied Waterside Mall complex.

**B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?**

☐ NOT APPLICABLE ☒ YES ☐ NO; DESCRIBE

**C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTENDING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.**

NA

**D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.**

NA

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**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR  
PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT  
OF  
INDIVIDUALS WITH DISABILITIES**

EPA is engaged in a continuous effort to educate managers and human resource officials on the talents, skills, and abilities of individuals with disabilities. Further, continual information is provided on special exempted hiring authorities and resources for reasonable accommodations.

**PERMANENT WORK FORCE  
PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS  
OCTOBER 1, 1999 TO SEPTEMBER 30, 2000**

CATEGORY*	ON-BOARD AS OF 9/30/00	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORK FORCE	17,717	3,210	100	0	0	0	0	0	0
NOT IDENTIFIED (01)	230	29	12.6	0	0	0	0	0	0
NOT AVAILABLE OR UNSPECIFIED	0	0	0	0	0	0	0	0	0
NO HANDICAP (04-05)	16,830	3,064	17.1	0	0	0	0	0	0
HANDICAP REPORTED (04, 13-94)	887	146	18.5	1	0	0	0	0	0
TOTAL TARGETED DISABILITIES	159	29	18.2	0	0	0	0	0	0

COMPUTATIONS:

PERCENT  
PROMOTIONS =  $\frac{\text{NUMBER}}{\text{ON-BOARD IN CATEGORY}}$

PERCENT  
DEVELOPMENT =  $\frac{\text{SLOTS IN CATEGORY}}{\text{ON-BOARD IN CATEGORY}}$   
PROGRAMS

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5-12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NON-COMPETITIVELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 - 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

**EEOC FORM 440 (PG 13) (10/87)\*NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.**



**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PERSONS WITH DISABILITIES  
NOTEWORTHY ACTIVITIES/INITIATIVES  
FY 2000**

**AGENCY WIDE**

The Persons With Disabilities Program (PWD) resides in EPA's Office of Civil Rights (OCR). The National Program Manager for Persons with Disabilities has developed a national strategy and program to increase the representation of persons with disabilities and targeted disabilities.

- The National Disability Program Manager has provided training on recruiting, interviewing, and hiring people with disabilities to Headquarters Managers. The training is portable and has been forwarded to EPA regional EEO Officers. Additionally, the National Disability Program Manager has provided this training to all of EPA's Regional Human Resource Officials.
- Disability Awareness Training has been provided throughout the Agency. The training focuses on issues people with disabilities face in the workplace. Employees who have taken this training report a greater understanding of their colleagues with disabilities. This training has been provided throughout Headquarters, at the Cincinnati, Ohio Laboratory, and in EPA Region 5. There are plans to bring this training to every EPA program and regional office.
- Training to provide a better understanding of the unique challenges blind and visually impaired people face in the workplace was provided to 30 Headquarters senior human resource officials. Information was also provided on how to overcome those challenges and on resources for finding technology that allows blind or visually impaired employees to perform successfully in their job.
- EPA has partnered with state, local, and other rehabilitation organizations throughout the country to develop a strong pool of qualified applicants with disabilities. Organizations EPA has partnered with include: the National Federation of the Blind; Washington, D.C., Maryland and Virginia Departments of Rehabilitation Services; Columbia Lighthouse for the Blind; and the President's Committee On Employment of People With Disabilities. EPA distributes job announcements to these organizations and resumes are funneled back to the Agency.
- EPA participated in an aggressive recruiting effort to encourage top students with disabilities to apply for the EPA Intern Program. The EPA Intern Program is a developmental program for top students in the country. In the class of 2000, 7 out of 29 students hired were students with disabilities.

- EPA program and regional offices have included targeted recruitment of people with disabilities as part of their overall recruitment strategies.
- Managers throughout the Agency held listening sessions with employees with disabilities. These sessions helped managers to better understand the concerns of employees with disabilities. Typical issues included access to awards and promotions and concerns over provision of reasonable accommodations.
- EPA's Office of Solid Waste and Emergency Response's "Rotational Program" is a developmental program available to all employees in this program office. Thus far, one employee with a disability applied and was accepted into the program. More targeted recruitment of employees with disabilities is planned for this program.
- EPA's Office of the Chief Financial Officer participated in a job fair for employees with disabilities. The job fair and other recruitment efforts resulted in the hiring of two people with disabilities.
- EPA's Office of the Inspector General has contracted a diversity consultant to examine the issue of under-representation and improving the quality of work life for people with disabilities.
- EPA's Office of Prevention Pesticides and Toxic Substances created an on-line resource for recruiting qualified people with disabilities. The new on-line service and other recruitment efforts resulted in the hiring of four people with targeted disabilities into this program office.
- EPA's Office of Civil Rights, in conjunction with the Office of General Counsel, sponsored an Agency-wide management meeting with the Deputy Administrator. The Deputy Administrator reaffirmed senior management's commitment to recruit and hire qualified people with disabilities. Additionally, information was provided on the Agency's efforts to develop effective written procedures for requesting and providing reasonable accommodations. The purpose of this meeting was to highlight how important the issue of hiring qualified people with disabilities is to EPA's senior leadership.

## **REGIONAL LEVEL**

EPA Region I (Boston) has:

- Partnered with state rehabilitation organizations to provide training for managers on hiring and working with people with disabilities. A pilot training was held on September 13, 2000 for Region I senior managers. In addition to the recruiting and hiring information, the program included information on specifics of the ADA, definitions, myths and facts, legal issues, and conditions of employment. The feedback from pilot participants was so positive, the Regional Administrator decided to make this a mandatory training for all managers.

EPA Region II (New York City) has:

- Established a working relationship with the New York State Vocational Rehabilitation Services (VESID) and arranged for referrals of candidates.
- EPA Region II has entered into a working agreement with the Lighthouse for the Blind that, thus far, has resulted in 2 internships for visually impaired students.

EPA Region III (Philadelphia) has:

- Hired 3 people with targeted disabilities.
- Region III's Disability Workgroup set forth plans to continue disability awareness training throughout the year instead of just during Disability Awareness Month.

EPA Region IV (Atlanta) has:

- Participated in job fairs targeted at persons with disabilities, and categorized and distributed resumes received at the job fair.

EPA Region V (Chicago) has:

- Partnered with the Illinois Department of Rehabilitation, the Anixter Center, and the Disability Advocacy Council to co-sponsor a disability job fair. Fifty-two (52) participants with targeted disabilities attended the job fair. Thus far, seven persons have been hired and three others are in the interview stage.
- The Office of Civil Rights in Region V conducted a seminar for managers on managing employees with disabilities and providing reasonable accommodations.

EPA Region VI (Dallas) has:

- Engaged in major recruiting efforts such as attending job fairs. These efforts resulted in the hiring of two qualified people with targeted disabilities.
- During FY 2000, Region VI promoted four persons with targeted disabilities.
- The Region has continued to train managers on providing reasonable accommodations to employees with disabilities.

EPA Region VII (Kansas City) has:

- Continued educational training programs for managers and supervisors.
- EPA Region VII has hired three persons with disabilities.

EPA Region VIII (Denver) has:

- Participated in two job fairs for persons with disabilities and developed a resume data base.
- EPA Region VIII held two well attended brown bag sessions on raising the awareness of the abilities of persons with disabilities.

EPA Region IX (San Francisco) has:

- Continued to partner with key disability organizations to assure aggressive recruitment of qualified persons with disabilities.
- Finalized a plan for providing accommodations to persons with disabilities. The plan will be used as a resource in the development of Agency wide written procedures for requesting and providing reasonable accommodations.

EPA Region X (Seattle) has:

- Developed a strategy for a 5 year Outreach Plan
- Participated in job fairs and intern recruitment activities which led to the hiring of two minority disabled employees
- Provided training to managers and supervisors on reasonable accommodation and training on programmatic and organizational responsibilities related to requirements for ensuring workplace accessibility.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PERSONS WITH DISABILITIES  
PLANNED INITIATIVES  
FY 2001**

**AGENCY WIDE**

- The Agency will implement its' national plan for recruiting and hiring 1000 qualified individuals with disabilities over the next five years. Elements of the plan include, partnering with rehabilitation and employment organizations to enhance the applicant pool, recruiting at colleges and universities, job fairs for people with disabilities, and continued education of managers and human resource officials. Additionally, efforts to encourage new employees with disabilities to self identify will be stepped up. Employees with disabilities will be reminded of the importance of standing up and being counted.
- An EPA National Task force will develop effective written procedures for requesting and providing reasonable accommodations. Agency level review and approval of these procedures will be completed by July 2001.
- EPA's library of tools and resources will be enhanced. Including training videos, training packages, and a directory of "important contacts."
- EPA will provide training for disability Special Emphasis Program Managers.
- Efforts will continue to assure accessible job application procedures for perspective employees, including TTY and relay service training for managers and staff, alternate materials and application forms, and alternate interview locations as needed.
- Program offices will continue to recruit at job fairs targeting people with disabilities.
- EPA's Office of Inspector General will implement a corporate recruitment strategy. This strategy is based on establishing long-term relationships with four key universities. The plan is to target recruitment at these universities to increase representation of people with disabilities.
- EPA managers will receive mandatory National Civil Right training that will include issues affecting employees with disabilities.

## **REGIONAL LEVEL:**

EPA Region I (Boston) will:

- Continue partnering with state rehabilitation organizations to find potential employees and provide best possible accommodations to current employees with disabilities.
- Continue to participate in job fairs for people with disabilities.

EPA Region II (New York City) will:

- Participate in job fairs targeted at people with disabilities.

EPA Region IV (Atlanta) will:

- Meet with the Regional Administrator to discuss important issues facing employees with disabilities.
- Educate managers on techniques for recruiting and hiring people with disabilities.

EPA Region V (Chicago) will:

- Provide special training for new employees to acquaint them with the workplace and the types of assistance available and where and how to access it.
- Sign a Memorandum of Understanding with the Illinois Academic Disability Consortium for assistance in recruiting and hiring persons with disabilities.
- Host a disability technology fair.

EPA Region VI (Dallas) will:

- Utilize the Federal Job Information Computer Touch Network System, as sponsored by the Texas Workforce Commission (TWC), to extend . The TWC distributes employment announcements to organizations that offer rehabilitative services, especially in the area of employment.
- Ensure Human Resource Officials and Division Representatives attend a national job fair for people with disabilities.
- Hold a series of seminars, in coordination with the Region's Disability Advisory Committee, addressing what it means to be a person with a disability.

EPA Region VII (Kansas City) will:

- Target disability employment organizations in their recruiting process.

EPA Region VIII (Denver) will:

- Continue awareness building in the Region through panels, training courses and one-on-one contacts with regional staff.

EPA Region IX (San Francisco) will:

- Establish a comprehensive Affirmative Employment outreach strategy for people with disabilities.
- Obtain senior management commitment on FY 2001 disabled hiring goals and agreement on implementation strategy.

EPA Region X ( Seattle ) will:

- Executive Team sponsor and DEPM to organize “Lessons Learned, How Can We Avoid Mistakes in Disabled Hiring.” Session will be held April 24-25, 2001. The regional office will team with the National Disabled Program Manager. This session will also include training on “Recruiting and Hiring Disabled Employees” for managers and supervisors and a separate class for non-supervisory personnel.
- Develop a work plan for the creation of a resource guide .